

**Southeastern Michigan HIV/AIDS Council
Resource Development/Fiscal Oversight
Monday April 28, 2003
12:00 PM – 2:00 PM
Detroit Health Department
Room 420 B**

Minutes from March 24, 2003

Present

**Joy Schumacher, Chair
Leslie Wiggins
Keith Meeks
Jonsea' Nelson
Waymond Burks**

1. Call to Order

Joy Schumacher called the meeting to order shortly after 2pm.

2. Moment of Silence

A moment of silence was observed to honor those affected and infected by HIV/AIDS, and also in honor of our troops who are fighting in Iraq.

3. Introductions

Those present introduced themselves.

4. Approval of Minutes for previous meeting and today's agenda

The chair questioned whether or not someone listed as having attended the last meeting was actually there, so requested that minutes be carefully reviewed before typing. Joy Royes stated that there were two meetings in January. The first, on January 6, was a planning meeting, so although minutes were drafted, they will not be presented to the committee. The meeting from January 28 had a few errors and they were corrected. The chair requested that it be on record that she has requested that minutes be transcribed and sent to committee chairs one week prior to meetings, for review. Joy Royes stated that it is Standard Operating Procedure to present minutes to chairs prior to each meeting for approval and signature before distribution to committee members.

5. Unfinished Business

A. Draft of Current Funding

The Chair and Coordinator met previously to discuss the budget. The first two pages of the budget show figures for the full council, and thereafter the budget is broken down by committee. The Coordinator explained what each budget item signified. She also pointed out that the Needs Assessment Committee's budget is the largest of the group's because the bulk of what the council does revolves around Needs Assessment.

6. New Business

A. Budgets Breakdowns for FY 2003

The Chair discussed how each of the budget figures had been determined. A discussion ensued regarding salaries for interns who will participate in the Needs Assessment. The committee made a request that their yearly salaries be broken down to an hourly figure, and that their responsibilities be documented. Keith stated that his desire for a written job description was so that PWAs who feel that they may be qualified for the role will know what is required of an intern.

A written description of the responsibilities of an intern will be provided at the next meeting. The committee members felt that a part of their role is to know how resources are being allocated and why. The Coordinator stated that this committee has never been responsible for developing or overseeing the SEMHAC budget.

The Coordinator in conjunction with the Grantee has always assumed this duty.

The Coordinator made a decision this year to turn over the task. Joy R. stated that the most important product of the Resource Development and Fiscal Oversight Committee is the Resource Inventory. She explained that this committee's role is that of "money detective" i.e., who is paying for what? What do we need to put money into? Joy briefly explained the role of this committee in relationship to other committees and specifically to Priority and Allocation. Each group, except for PWA, creates a "work product", which is tied into the Long Range Plan. She reiterated that the budget is not the focal point for this committee.

B. New Cost Center

L. Wiggins stated that the committee might want to consider a plan to show the use of resources ahead of time. The system would be oriented to recording most of expenditures at the time they occurred or afterwards. He proposed that a system of "obligated" funds be set up so that a column would exist for the tracking of future proposed spending. The Coordinator replied that a new accounting system will be set up to track by "class" (each committee will be a class, as will SEMHAC support. There will be a total of 11 or 12 classes.)

In the future, this committee will receive a Profit and Loss Statement as well as an Accounts Payable Statement. Joy R. is negotiating with SEMHA to get information that will make our record keeping more comprehensive. We have our own Cost Center now. She also developed a spreadsheet to track expenditures on a monthly basis. One of Kamau's responsibilities will be to log check requests and invoices. He will provide monthly statements to Joy, and the two of them will be the only ones with access to the accounting system. Quarterly reports will be completed in May, August, November and February. The first report will be provided to the RD/FO committee on May 12.

C. Recommendations to Executive Committee

The Chair read the following from the Bylaws:

The Resource Development and Fiscal Oversight Committee is responsible for assessing current funding available to HIV services to implement the long range plan, to coordinate with the appropriate HIV funding sources to insure maximum service levels, making recommendations to the Executive Committee and the Planning Council regarding the use of 5% of the Ryan White Care Act award to the Council, and monitoring the business matters of the Planning Council.

D.Vendors

The Coordinator disclosed that we would be changing transportation vendors, from City Cab to Checker Cab. Checker's vehicles have handicap accessibility, and City Cabs do not. There have also been several complaints from members of PWC that drivers for City Cab have breached confidentiality. An investigation will be undertaken to find out how binding our confidentiality agreements would be if signed by vendors. Also, a request will be made from the transportation vendor for a separate account for each committee, so that usage may be tracked more accurately. A last word regarding vendors: There is a need for SEMHAC to acquire an agreement with a licensed child care provider.

E. Resource Inventory

A request was made by the Committee Chair for a copy of the Contract of Reapplication (which was sent to the Federal Government) showing what other funding our service providers receive and from whom. Additionally, the chair would like to see similar information from the State. The Coordinator replied that we have that information, which was presented to Full Council. It shows who is funded, how much, target populations, what region, etc.

The Coordinator requested that the Committee Chair draft a formal request to the Grantee requesting that she share the declaration of our providers, since this is contractual information to which SEMHAC is prohibited from having access. The Chair suggested that this committee design a matrix based on funding sources from which our providers receive grants, and determine whether or not there are certain categories that are sufficiently funded, allowing us to allocate fund elsewhere. The Coordinator stated that SEMHAC is required to justify it's Resource Allocation so that when our grant is submitted there is documentation about the amount provided to fundees by DEMA and information about amounts provided by other sources.

8. Next Meeting

Monday April 28, 2003 at Noon.

9. Adjournment

Meeting was adjourned at 2:00 PM.